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ABSTRACT

This book is designed for new doctorates and junior faculty as a complete guide to the academic job search process. The volume opens with an overview of academic careers and institutional structures with pointers and information on how institutions may view and conduct hiring. It then proceeds step-by-step through the application process beginning with planning and timing the search including timetables, deciding when and where to apply, the role of advisors and professional networks, conference presentations, letters of recommendations and hearing about openings. A section on written materials discusses responding to announcements, vitas (what to include, tailoring to the audience, layout), other application materials, and cover letters. Included here are samples of actual vitas, pointers on cover letters, and sample cover letters. A section on the search itself covers interviewing in several contexts, job offers and how to negotiate them, as well as acceptances and other considerations. A final section treats issues that arise after taking a new position: getting started, tenure, and changing jobs. Two appendixes include national job listing sources, scholarly and professional associations, and 12 additional readings. An index is included. (JB)

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